



**Pecos Cyber Academy (PCA)
BOARD MEETING
Minutes**

Pursuant to the New Mexico Open and Public Meeting Laws, notice is hereby given to the members of the PCA Board and the general public that the PCA Board will hold a meeting open to the public on:

Date and Time:

Tuesday, February 15, at 4:30 p.m.

<https://zoom.us/j/92022835818?pwd=MVJqbNjNYkVGeW1WSm9VMlF6SU01dz09>

**Held via teleconference due to State Precautions regarding Public Health and Safety
During COVID-19 Pandemic:**

Below is an agenda of all items scheduled to be considered. Unless otherwise stated, items may be taken out of the order presented on the agenda at the discretion of the Chair.

Reasonable efforts will be made to assist and accommodate persons with a disability. Please contact Dr. Kim Hite-Pope, EdD at 575-236-4005.

AGENDA

I. Public Comment – K. Anderson

The Board welcomes participation by the members of the public both in-person and telephonically. To address an item on the agenda, before the scheduled start of the meeting, an individual must write their name and a short description of the agenda item on which they wish to comment on the card provided and submit this to the Chair, along with any materials they want to have distributed to the Board. Individuals who wish to address the Board telephonically must contact the School Principal by phone or by email at least twenty-four (24) hours before the scheduled start of the Board meeting. If the individual wants to provide any written materials to the Board, these should be emailed to the School Principal at least twenty-four (24) hours before the scheduled start of the meeting.

The total time for any individual to present, either in person or via telephone, on an item on the agenda shall not exceed three (3) minutes, unless the Board grants additional time.

Individuals desiring to make a formal presentation to the Board on an item not on the agenda but desiring it be placed on the agenda must provide notice and written submissions detailing the subject of the presentation to the School Principal at least fourteen (14) days prior to the meeting. Any such presentation shall not exceed fifteen (15) minutes in duration, unless otherwise permitted by the Chair.

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II. Call to Order and Roll Call – K. Anderson

Ms. Anderson called the meeting to order at 4:33 p.m. The meeting was open to the public and Held via the Zoom Conference Platform, due to the state precautions regarding public health and safety during the COVID-19 Pandemic.

Board Members Present: Kylan Anderson, Jennifer Sears and Denise Smythe (via zoom video Conference and phone).

Board Members Absent: Brandy Tillan, and Vivian Cullen

Guests Present: Dr. Kim Hite-Pope (School Leader); Gloria Lopez (Business Manager); Kelley Fontanilla (Elementary Principal- Multi-Layered System of Supports (MLSS Coordinator); Daelena Potter (Special Education Director); Freda Daugherty (High School Principal and EL Coordinator); Amanda Shaner (Middle School Teacher); Kelly Martin (Teacher); Angie Price (Teacher); Mia Trujillo (Teacher); Candi Borrecco (Board Candidate); Amy Begay (Attendance Coordinator-Board Meeting Liaison); Dan Hill Charter School Attorney; Kelli Loudermilk (Middle School Principal, Testing Coordinator).

III. Routine Business – K. Anderson

- a. Approval of Agenda – no corrections or additions

RESOLVED: the Agenda was approved as is.

IV. Oral Reports

- a. School Leader's Report-K. Hite-Pope
 - New Hires for the school Enrollment Specialist, K-12 Substitute Teacher, High School Math and Interventionist and Mental Health Counselor for non-special education students. And elementary math and English language interventionist.
- b. Financial Report – G. Lopez
 - i. Audit Exit-Conference Scheduled- was held in the morning February 15 and Vivian Cullen was present for that meeting. The Audit information has been sent up to the State for approval and should get Final results in a month or so.
 - ii. Bank Reconciliation December (attached)
 - No Variance and balanced
 - iii. Consolidated Board Report
 - iv. - nothing unusual to report summary in the Financial/Audit committee notes sent out to the board previous to the meeting.
 - v. Recommendation of Financial Items for Board Approval from the Finance Committee
 - a. BAR 020-005-2122-0007- I 24154 Resubmission-this BAR to be resubmitted as the award letter was not ready when it was approved before.
 - b. BAR 020-005-2122-0010-IB 24309 Social Emotional Learning- this funding will go toward our new Mental Health Counselor.
 - c. BAR 020-005-2122-0011-IB 24316 Air Quality- this funding will be used to get possibly fans for a portable HPEA filter machine to use during testing.
 - d. BAR 020-005-2122-0012-D Operational-this is an adjustment to the Budget that will decrease as we have no Endorsed Art Teacher on staff right now.
 - e. BAR 020-005-2122-0013-I 31703 Capital – this will go toward being able to buy more Chrome Books for state testing.

- f. 27502 BAR Proposal- these funds will be allocated for teachers getting their Math Endorsements and will be voted on at the Carlsbad Municipal School Board meeting tonight.

RESOLVED: The BARS list as items a-f approved. Motion passed unanimously.

- g. Pearson Invoice 17134900 December 2021-some discrepancies found and working with Pearson in regards to possible over charge.
- h. Pecos RFA INV_ 16360707-this if for the Supplemental Enrollment of students

RESOLVED: The Invoices listed in items g and h approved. Motion passed unanimously.

V. Consent Items: The Chair will ask members what items, if any, they want removed from the consent agenda for discussion. If any member asks that an item be moved, it will be moved to the Action Items. After any items have been removed, the Chair will read out the remaining consent items and ask for their adoption in one motion if there is no objection. The minutes will reflect the full text of any resolutions that were adopted as part of the consent agenda.

- a. Approval of Minutes from the January 18, 2022 Meeting (attached)
 - Motion to approve the Minutes by Jennifer Sears, seconded by Denise Smythe.

RESOLVED- Minutes approved. Motion passed unanimously.

VI. Action Items

- a. New Board member Candi Borrecco (discussion and vote)
 - Candi addressed the Board and welcomed any questions. Jennifer Sears asked what Candi Borrecco could bring to the Board. Candi Borrecco stated that she has Experience in the Higher Education field, has IT Experience in an educational setting and helps manage the funding for a multi-million-dollar IT department. No other questions.

RESOLVED- Adding New Board member Candi Borrecco approved. Motion passed unanimously.

- b. Diversity Statement (discussion and vote)-Jennifer Sears how this would be pushed out to the Staff, Students and Families. Dr. Hite-Pope stated that consistent trainings for the Staff started in January and will continue each month through March and maybe more beyond that. As for students much of it is in the curriculum currently. And as for the families it will be discussed among the Administrative and then discussed with the teachers on how best to put out to the families. But it will be done.

RESOLVED- Diversity Statement approved. Motion passed unanimously.

- c. Acceptable Use Policy (discussion and vote)-Dr. Kim Hite-Pope explained that addresses the use of computers by students and what is acceptable and what is not acceptable, with forms for the family to fill out that they understand the Policy.

RESOLVED- Acceptable Use Policy approved. Motion passed unanimously.

- d. PCA Enrollment Policy 21-22- Dr. Kim Hite-Pope explained that since Pecos Cyber Academy will be now running their own enrollment a policy was needed. And if needed how our Lotter Process works.

RESOLVED- PCA Enrollment Policy approved. Motion passed unanimously.

- e. SY2022-23 School Calendar- Dr. Kim Hite-Pope explained that this was an outline Calendar or Skeleton Calendar for next school year. That with the bills in the State Legislature that Calendar could change by adding more instructional days. The Calendar was need for now to help with enrollment and to be able to populate STARS. Kyla Anderson would like someone to reach out and find out about interest and what would be any conditions with partnering with a Community College.

RESOLVED- SY2022-23 School Calendar approved. Motion passed unanimously.

VII. Information Items

- a. Overview of Assessments- Kelli Loudermilk presented a slide of the Short-Term assessment tool - STARS of the students' progress from the middle of the semester compared to the start of the semester. She did state that there were no math scores for Kindergarten as that group does not have a testing for Math with STARS. Kelli Martin spoke up and said data could be pulled from the ISTATION program for math for the Kindergartners. Kelli Loudermilk stated that she would have that information at the next meeting to present.
- b. Night School/GED Program- Kelli Loudermilk discussed how some Charter Schools have their own Night School or GED Program for student wanting to get their GED. And some team up with one of the Community Colleges for that purpose. Jennifer Sears questioned whether about it being feasible. Denise Smythe commented that GED is now looked at differently than in years pass.

VIII. EXECUTIVE SESSION: pursuant to NMSA 1978 Section 10-15-1(H)(2) to discuss the hiring, promotion, demotion, dismissal, assignment or resignation of or the investigation or consideration of complaints or charges against any individual public employee: **School Leader Contract SY 22-23**

The Executive Session was tabled to be held as a Special Meeting later or at the next Board Meeting. Kyla Anderson needed to leave this meeting and would ask the other Board Members when they are available.

VIII. Adjournment at 5:27 p.m.

Confirmation of Next Meeting Date – Tuesday, March 15, 2022 at 5:00 p.m.